Job Description: Grant/ Program Associate
2020

Organization

Amazon Conservation’s mission is to unite science, innovation and community to protect the western Amazon—the greatest wild forest on Earth.

As conservation pioneers since 1999, we have used science to guide our multi-pronged approach to environmental conservation and restoration in the western Amazon. Our founding program provided support for Brazil nut harvesters in Peru, as an incentive for protecting the forest. Since then, the organization has grown to protect over 4 million acres of rainforest, establish Peru’s first conservation concession, host thousands of scientists and tourists at our three premier research stations, empower indigenous communities to develop forest-friendly livelihoods, and so much more. Our on-the-ground efforts are geographically focused in the headwaters of the Amazon basin, where the Amazon forest meets the Andes mountain range in southeastern Peru and northern Bolivia.

For more information, please visit www.amazonconservation.org.

Position Overview

Amazon Conservation is seeking a Grant/ Program Associate to support grant-based fundraising along with grant and project management based in its Washington, DC office. The position will be focused on research and writing to develop competitive grant proposals, identifying and following up on funding opportunities, and coordinating closely with our sister organizations in Peru (Conservación Amazónica-ACCA) and Bolivia (Conservación Amazónica-ACEAA). The Conservation Program Associate will also be responsible for program management, including grant reporting, financial reporting, maintaining donor relations, and oversight of implementation and grant products. The position also includes assisting the Program Manager and other DC staff members in daily program management operations, strategic planning, and contributing to communications materials.

Responsibilities

Grant writing (45%)
● Write grant proposals and prepare and submit grant applications, including budget development
● Assist in the formulation of project concepts and proposals in English and Spanish
● Seek, research, and evaluate appropriate grant opportunities.
● Identify grant funding opportunities. This includes developing a grant application plan at the beginning of each year
● Create, manage and update grants applications calendar (including cultivation activities) on a quarterly basis, and track progress of submitted proposals

Grant Management (40%)
● Support ACA in providing grant management support and technical backstopping
● Help draft and review narrative and financial reports for donors
- Support management of Amazon Conservation grant budgets, including management of sub-agreements, disbursement requests, and changes to grant implementation deliverables
- Assist ACA in maintaining strong relationships with funders, partners, advisors and others
- Support Programs to translate grant reports and other materials

**Other duties (15%)**
- Raise ACA’s profile by attending or presenting at events, conferences and other venues as needed
- Contribute writing & editing to annual report, quarterly newsletter, and other institutional communications.
- Coordination with colleagues in the ACA-DC office via weekly meetings and quarterly reports.
- Support preparation and execution of meetings of the Board of Directors
- Support Internship Program

**Required Qualifications**
- At least a Bachelor’s degree (Master’s preferred) and 3-5 years of experience and PROVEN record of excellent grant writing/fundraising in biodiversity conservation sector
- MUST have professional competency in Conservation, Environmental Science, Environmental Management, International Development or related field
- Professional proficiency in written and spoken Spanish
- Excellent research skills
- Strong organizational skills and attention to detail
- Experience with coordinating fundraising strategies and activities
- Ability to perform well in fast-paced, cross-cultural team environment
- Ability to travel internationally up to 4-6 times annually
- Proven experience using the Open Standards for the Practice of Conservation is a plus

*Salary commensurate with experience*

Amazon Conservation offers a competitive benefits package that includes employer-paid medical, dental, vision, short- and long-term disability, as well as a matching pension plan, and 25 vacation days. EOE

**Application Guidelines**

Email your resume, cover letter, 2 short writing samples, and a list of 3 references to applications@amazonconservation.org with the subject line “Program Associate Application.”

*Applications without all required materials will not be reviewed.*

We regret that due to the high volume of applications we are unable to acknowledge every application. No phone calls, please.

Applications will be reviewed weekly and are accepted through February 14, 2020